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Secretariat

ST/IC/1991/55
25 September 1991

INFORMATION CIRCULAR

To: Staff members in the Professional category (P-1 to D-1 levels only) at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: SURVEY OF HOUSING AND DOMESTIC SERVICE FOR CALCULATION OF POST ADJUSTMENT

1. A survey of housing and domestic service for New York will be conducted by the International Civil Service Commission (ICSC) as part of its normal operation to obtain statistical data for evaluating the post adjustment for New York.

2. The Commission has now decided that the evaluation process should be modified to use housing data obtained from external sources instead of data obtained from United Nations staff. Although it is expected that the external data will be available during the current year, it is still necessary to collect data from the staff so as to maintain, without interruption, the linkage between the previous data from staff and the current data. In other words, before discontinuing the use of data from the staff and utilizing external data fully, external data for at least two different periods will be needed.

3. It is also necessary to monitor further the movements of both time series, namely, that based on data from the staff and that on data from external sources.

4. Each staff member surveyed is accordingly requested to furnish data on his or her dwelling and the costs for domestic service by completing the questionnaire that will be distributed by the Executive Office. The reference month of the survey is October 1991.

5. All staff members at the P-1 to D-1 levels stationed in New York who hold either a permanent, probationary or fixed-term appointment of six months or more are requested to complete the questionnaire. It should be noted that there is an additional page with the questionnaire. The basic information requested will permit the implementation of the new methodology approved by ICSC and will facilitate the transition to data collection from external sources.

6. All information provided will be treated as strictly confidential. To protect their privacy, staff members are not required to indicate their name on the questionnaire, which will be identified by a schedule number established for control purposes only.

7. Since the form is quite brief, it is hoped that it will be completed within a few days. The completed questionnaire should be returned to the executive office concerned in a SEALED envelope, marked "CONFIDENTIAL", by 18 October 1991. Any questions can be referred to the Cost-of-Living Division, ICSC, at extension 2089 or 4485.

8. It is in each staff member's own interest to fill in the questionnaire as completely and accurately as possible to ensure the accuracy of the New York data. It should be borne in mind that New York is the base of the entire post adjustment system and that the information provided will affect the post adjustment classification not only at Headquarters but at all other locations as well.